

HOW FEDERAL JOBS ARE FILLED

Federal agencies fill jobs much like private industry. Applicants can contact an organization directly or apply for jobs through their servicing civilian personnel office. Most Department of Defense jobs are advertised by regional civilian personnel centers.

- ❖ DTRA jobs are advertised by the Washington Headquarters Services Human Resource Services Center (HRSC).

JOB OPPORTUNITY RESOURCES

In this age of information technology comprehensive employment information is available at your fingertips. Information on a wide variety of Federal employment-related topics and programs, complete vacancy announcements, application job kits, and forms can be found on Agency and OPM web sites.

- Federal employment information is available at: www.usajobs.opm.gov (Click on Current Job Openings.)
- ❖ DTRA Senior Executive Service positions are listed on this web site.
- Federal employment information by phone is available 24 hours a day at USAJOBS: 478-757-3000
- ❖ DTRA vacancy information is available via the Agency web site at www.dtra.mil or at <http://persec.whs.mil/hrsc/index.html>. (Click Employment Information/Vacancies)

EMPLOYMENT PROGRAMS

Federal agencies want to attract and hire people from diverse backgrounds who have the skills needed to meet current and future employment needs.

- ❖ Like most Federal agencies, DTRA has implemented specific hiring programs aimed at attracting candidates with specific skills and qualifications. The following are some of the programs utilized at DTRA:
 - Disability Employment Program
 - Student Educational Employment Programs
 - The Outstanding Scholar Program
 - The Presidential Management Intern Program
 - The Federal/Department of Defense Career Intern Program
 - National Security Education Program
 - Intergovernmental Personnel Act Mobility Program

DTRA fills jobs on a full and part-time permanent, TERM (up to but not to exceed 4 years), Temporary (less than 1 year), and Intermittent (i.e. summer) basis as required.

For further information on Federal hiring programs, visit www.opm.gov.

THE VACANCY ANNOUNCEMENT AND YOUR RESUME

Applicants are encouraged to apply to any announcement they feel qualified for. Since application and format requirements differ at various locations, it is important to read the entire announcement to ensure you are submitting required documentation in the proper format. Applications not containing required information or in the wrong format may not be considered.

➤ What To Include In Your Application

The information you put in your application is an integral part of the successful job search. Your resume represents you to the hiring official. Duties listed on the announcement are taken directly from the job description of the vacant position. Your resume should be carefully developed to ensure the description of your skills and experience reflect information pertinent to the position being filled.

- ❖ Applicants for DTRA jobs must submit a three page resume. Applicants not currently serviced by the HRSC must also submit an additional supplemental page.
- ❖ All DTRA jobs require at least a SECRET security clearance. As appropriate, interim clearances may be granted. Be sure to annotate your resume if you currently have or previously had a clearance.

➤ Area of Consideration

The area of consideration (AOC) is the source from which the agency will consider candidates. The range of AOC can be worldwide or limited to the organization; current Federal employees to all sources (which includes former military and civilians with no government experience). Be certain to look within the announcement for exceptions to the AOC. A candidate who is outside the area of consideration will not be considered.

- ❖ For DTRA jobs, exceptions to the AOC are normally found under the *Standard Requirements* section of the announcement.

VETERANS' PREFERENCE

Applicants serving on active duty in the U. S. Military and separated under honorable conditions may be eligible for veterans' preference. To receive preference:

- Service must have begun after October 15, 1976;
- You must have a Campaign Badge, Expeditionary Medal; **or**
- You must have a service-connected disability.

Veterans' preference does not guarantee a job and should not be confused with special appointing authorities such as the Veterans' Readjustment Appointment (VRA). Applicants are subject to basic qualification requirements specified on the vacancy announcement and must be qualified for the position before veterans' preference is considered.

FEDERAL EMPLOYEE BENEFITS

In addition to a competitive salary, federal agencies offer paid vacation time and sick leave, a portable retirement plan with matching Government contributions, affordable health and life insurance plans, and health and wellness services.

Work – Life Balance

- 2 1/2 weeks of paid annual leave per year (five weeks after 15 years of employment)
- 13 days of sick leave per year
- 10 paid Federal holidays each year
- Flexible work hours
- Telecommuting
- Family Friendly Leave
- Recruitment bonuses, relocation assistance
- Student Loan Repayment

Individual Development and Recognition

- On the job and formal education, training, and developmental opportunities
 - International opportunities for travel and employment
 - Competitive promotional and educational opportunities
 - Structured career planning
 - Tuition assistance
- ❖ DTRA also has comprehensive incentive and performance awards programs. Individuals and teams are recognized for initiative and results.

Retirement and Health Benefits

- Retirement plan
- 401K-type thrift savings plan
- Group health and life insurance
- Recreational activities and programs
- Employee assistance programs

CONTACT INFORMATION

For additional information on DTRA Job Opportunities, contact the DTRA Civilian Personnel Operations Branch at 703-767-0174 or the Special Recruitment Programs Branch at 703-767-0171.

DEFENSE THREAT REDUCTION AGENCY

8725 John J Kingman Road MS 6201

Fort Belvoir, Virginia 22060-6201

www.dtra.mil



An Applicant Guide



**Insights for
Finding a Job at DTRA
or
Elsewhere in the Federal Government**



